

EFFECTIVE DATE: January 4, 1982

REVISION DATES: \_\_\_\_\_

SUBJECT: Use of Telephone: Monthly Billing

# 1. Purpose

This Administrative Directive outlines the process for the monthly billing to the departments for charges which the City incurs for telecommunication services.

# 2. Responsibility

- a. The Purchasing and General Services Department through the Communication Services Division is responsible for verifying all telecommunication charges billed to the City by the telephone company. This verification will include a review of all equipment charges, a full month's use of service and other charges or credits for partial month's service.

# 3. Definitions

- a. Telecommunications charges - the charges are categorized as follows:

- 1.) Base Charge - telephone instrument, feature, and directory listing costs (if applicable).
- 2.) Variable Base Charge - pro rata share of the Centrex common service and equipment costs, municipal tax, plus administrative overhead costs.
- 3.) Long Distance Charges - all interstate and intrastate long distance calling charges.
- 4.) Directory Assistance and Other Charges or Credits - all costs for local directory listing information and cost or credits associated with installation, change or removal of service.

# 4. Procedures

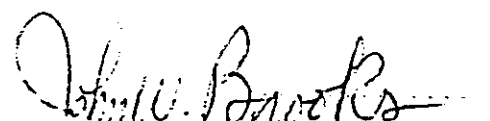
- a. Each department shall review the computer printout provided by the Purchasing Department of the monthly charges, sign the certification form, and return the signed copy to the Purchasing Department within four working days. Any discrepancy with any charge should be fully explained in a typewritten memo attached to the certification statement. The Communication Services Division will take action to resolve the differences with the telephone company.

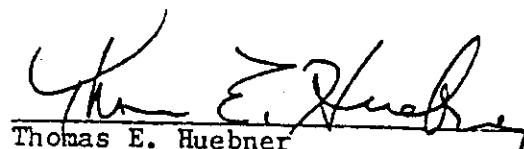
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- b. The Purchasing Department will submit a request for payment with final reports to the Finance Department for processing.
- c. The Finance Department will record the telecommunications charge to the appropriate department account and issue a payment voucher to the telephone company.

  
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John W. Brooks, Director  
Purchasing & General Services

  
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Thomas E. Huebner  
City Manager